



## City of Des Moines, Washington

### JOB DESCRIPTION



## CIVIL ENGINEER II

Regular, Full-time

**Salary Grade:** E-28

**FLSA Status:** Exempt

**Union Status:** Non-represented

**EEO Category:** Professionals

### Nature of Work

The Civil Engineer II assists in the implementation, organization, and coordination of engineering activities in the City's Engineering Department under the general direction of the Engineering Services Manager. Work includes performing a variety of field and office engineering duties associated with the planning, location, design, construction, operation or maintenance of engineering projects within the City. Considerable latitude is given for independent action within the scope of oral and written instructions. Typical duties include administration and management of public capital improvement design and construction projects; preparation of plans, specifications and estimates; investigation and engineering analysis of citizen concerns; review and approval of private drainage and/or transportation plans; application for funding assistance through federal, state and local programs; and coordination of work with skilled and/or clerical employees. The employee works within the framework of established City codes and departmental policies. This is a lead engineer position; and although this employee does not act in an official supervisory role, the Civil Engineer II oversees and provides day-to-day feedback and support on the work of junior-level engineers.

### Essential Functions

- Produces surveys, diagrams, plans, specifications, and estimates for transportation system improvements undertaken by the City.
- Coordinates design work that the City elects to do through engineering consultants.
- Responds diplomatically and informatively to the questions and concerns voiced by the public.
- Coordinates and manages construction of capital improvement projects undertaken by the City, and inspects or manages consultant inspections of projects as approved by the Planning, Building, and Public Works Director.
- Reviews development plans for compliance with the provisions of the City Code, King County Water Design Manual, ASSHTO, WSDOT, MUTCD and other City adopted standards.
- Analyzes public safety and transportation concerns and recommends potential solutions for consideration.
- Assists with the development of department budgets and work schedules.
- Assists in the preparation of the yearly Transportation Improvement Plan, Capital Improvement Plan for Streets.
- Develops funding plans for Capital Improvement Projects, which include grants, loans and other funding sources.

- Develops and manages programs for operating and maintaining the City's streets, bridges, traffic signals and/or surface water management programs.
- Inspects and oversees inspection of private construction facilities for compliance with applicable codes and standards.
- Represents the City, as assigned by the Public Works Director, at various regional technical meetings.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Extensive knowledge of the principles and practices of civil engineering, particularly in transportation as related to the design and construction of municipal Public Works facilities.
- Familiarity with the WSDOT Standard Specifications, the WSDOT Design Manual, the LAG Manual, and the applications of each.
- Ability to communicate effectively, both verbally and in writing. Verbal presentations may be in front of groups or in difficult situations. Must be able to present complex technical data in an understandable manner to a variety of audiences.
- Good working knowledge of common computer programs.
- Ability to prioritize, organize, plan, and coordinate the work based on City and Department objectives, as well as manage the activities of a number of employees engaged in divergent functions.
- Knowledge of municipal government administration, Public Works financing, and of the role of engineering in City government.
- Working knowledge of state laws and procedures related to Public Works engineering and construction project administration.
- Ability to establish and maintain effective working relationships internally, as well as with the public.
- The ability to maintain accurate and adequate project records.
- Ability to perform the essential functions of the position.

### **Education and Experience Requirements**

- Graduation from college or university with a degree in civil engineering or related field.
- Registration in the State of Washington as a professional engineer in civil engineering, with at least four years of responsible civil engineering experience for a municipality, county, state, or engineering consultant; or
- At least 10 years of engineering related experience with emphasis on project management in Transportation Engineering, (road construction, surveying, traffic, etc.). Registration in the State of Washington as an Engineer in Training (EIT) and/or certification through ITE as a Traffic Operations Practitioner Specialist (TOPS) is highly desirable.

**Special Requirements**

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

**Working Conditions and Physical Abilities**

- Environment: Outdoor and indoor work environments; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions. Duties require the willingness and ability to work the hours necessary to accomplish the assigned duties, including evenings and weekends; attend evening meetings; travel out of town to attend workshops, conferences, seminars during work and non-work hours.
- Mental Abilities: The position requires continuous decision-making, interpersonal skills, teamwork, writing in English, understanding, reading, and speaking English; frequent creativity, customer service, training/supervising, performance of basic math, use of discretion, presentations/teaching, problem analysis, mentoring, and independent judgment/action; and occasional performance of advanced math, and negotiations.
- Physical Abilities: The position requires continuous fingering, talking, feeling, and hearing; frequent standing, walking, reaching, repetitive foot motions, sitting, bending, grasping, and handling, and repetitive motions with hands and wrists; occasional stooping, kneeling, and climbing ladders and working at heights on sloped surfaces, lifting and/or carrying objects up to 25 pounds, pushing and/or pulling objects up to 10 pounds; rare crawling.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

**Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2015.